



COMMERCIAL ROOFTOP AND GROUND MOUNT PV SYSTEMS

Electronic Submittal (15 business days review cycle)

Step 1: Complete the [Permit Application Form](#)

Step 2: Send electronic copies of your permit application, plans, and other required documentation to [Electronic Plan Review](#).

Click here for more information on [electronic submittals](#).

Step 3: Once the electronic plans have been approved, bring in three hard copy sets of plans (minimum sheet size for plans is 18" x 24") and spec sheets (8 1/2" x 11") to the [Development Services Center](#) where they will be processed. You may have to leave your plans with a permit technician who will process your plans and contact you the following day for pick-up.

Hard Copy Submittal (15 business days review cycle)

Step 1: Bring in the completed [Permit Application Form](#) and three hard copy sets of plans (minimum sheet size for plan documents is 18" x 24") and spec sheets (8 1/2" x 11") to the [Development Services Center](#) where they will be processed.

Step 2: Once the plans have been approved, you will be contacted and you may come in and pick-up the approved plans.